
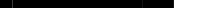

















2008-Pay-2009 Assessment/Tax Billing Cycle - St. Joseph County - Updated Tue 10/20/09

ID	Task Complete?	Task Name	Actual/Projected Start Date	Actual/Projected Finish Date	Task Deadline	On Time Status	2008	2009	2010
0		2008-Pay-2009 Assessment/Tax Billing Cycle - St. Joseph C	NA	NA	NA		J F M A M J J A S O N D	J F M A M J J A S O N D	J F M A M J
1	✓	Submit 2007-pay-2008 real and personal property data to DLGF/LSA	Fri 10/17/08	Fri 10/17/08	Mon 10/1/07				
2	✓	Validate all 2007 sales disclosures and submit data to DLGF/LSA	Mon 10/20/08	Wed 1/28/09	Fri 2/29/08			2/29	
3	✓	Prepare ratio study and submit workbook and ratio study to DLGF	Thu 1/29/09	Mon 6/1/09	Fri 5/23/08				
4	✓	Review and approve county ratio study	Tue 6/2/09	Wed 7/8/09	Fri 5/30/08				
5	✓	Apply trending factors, review assessed values, and deliver final AV t	Thu 7/9/09	Wed 8/19/09	Tue 7/1/08			7/1	
6	✓	Apply deductions and exemptions	Thu 8/20/09	Wed 9/9/09	Tue 7/29/08				
7	✓	Submit TIF Neutralization forms (if applicable)	Thu 8/20/09	Tue 9/22/09	Tue 7/29/08				
8	✓	Review and approve TIF Neutralization	Tue 9/22/09	Tue 9/22/09	Thu 7/31/08				
9	✓	Certify net assessed values to DLGF	Tue 9/22/09	Tue 9/22/09	Fri 8/1/08			8/1	
10	✓	Prepare Form 15 data and submit to DLGF	Wed 11/5/08	Wed 11/5/08	Fri 10/31/08				
11		Prepare data extract files and submit 2008-pay-2009 real and persona	Thu 8/20/09	Wed 11/11/09	Mon 12/1/08			10/31	
12	✓	Adopt budgets, levies and rates	Mon 12/1/08	Mon 12/1/08	Mon 12/1/08				
13	✓	File budgets with County Auditor	Tue 12/2/08	Wed 12/3/08	Wed 12/3/08			12/1	
14	✓	Advertises adopted rates (TAB Rate Chart)	Thu 12/4/08	Mon 12/15/08	Mon 12/15/08			12/3	
15	✓	Work unit budgets, levies, rates, and certify county budget order	Wed 9/23/09	Fri 10/16/09	Mon 2/16/09			12/15	
16		Prepare abstract and tax duplicate, and submit 2008-pay-2009 tax billi	Mon 10/19/09	Mon 10/26/09	Mon 3/16/09			2/16	
17		Prepare and mail tax bills	Tue 10/27/09	Mon 11/16/09	Fri 4/24/09			3/16	
18		Publish tax rates - 1st advertisement	Mon 11/16/09	Mon 11/16/09	Fri 4/24/09			4/24	
19		Publish tax rates - 2nd advertisement	Tue 11/17/09	Mon 11/23/09	Fri 5/1/09				
20		Publish tax rates - 3rd advertisement	Tue 11/24/09	Mon 11/30/09	Fri 5/8/09				
21		Tax billing lead time - spring installment	Mon 11/30/09	Thu 12/3/09	Mon 5/11/09				
22		Tax bills due - spring installment	Thu 12/3/09	Thu 12/3/09	Mon 5/11/09			5/11	
23		Make spring property tax distribution	Fri 12/4/09	Thu 1/21/10	Tue 6/30/09			6/30	
24		Tax billing lead time - fall installment	Thu 1/21/10	Mon 2/1/10	Tue 11/10/09				
25		Tax bills due - fall installment	Mon 2/1/10	Mon 2/1/10	Tue 11/10/09				
26		Make fall property tax distribution	Tue 2/2/10	Wed 3/24/10	Thu 12/31/09				

On Time Status: Green = On Time or early Yellow = 1-90 days late Red = 91+ days late	Task		Summary		Rolled Up Baseline Milestone		Project Summary	
	Progress		Rolled Up Task		Rolled Up Progress		Group By Summary	
	Baseline		Rolled Up Milestone		Split		Deadline	
	Milestone		Baseline Summary		Baseline Split			
	Baseline Milestone		Rolled Up Baseline		External Tasks	